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APPLICATION FOR RECORDS RETENTION SCHEDULE

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date May 25, 1976	Department of Education Office of Adult and Vocational Education North Georgia Technical and Vocational	**Application Number** *76-191 - 76-192*
Application Number 4500-01	School Clarkesville, Georgia	**Date Received** JUN 2 1976 **Date Completed** JUN 16 1976

2. Person to Contact   Jim Marlowe
   Working Title   Superintendent
   Telephone Number   242-3322 (GIST)

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest   Latest

1943 | To Date

5. Records Series Title *(followed by title used in office; if different)*

Student Record Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

North Georgia Vocational and Technical School provides post-secondary vocational-technical training for students sixteen years of age or older by training students for job entry level skills and knowledge; by offering vocational guidance and counseling, job placement assistance, and financial aid services to students; by retraining or upgrading the skills of adults through a program of short term courses; and by offering residential facilities for non-commuting students.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to:

See attached.

Included are:

File is arranged:

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?

9. Annual Rate of Accumulation of Records
Letter-size drawers ____8____; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

AR—60—71; Rev. 76   (Over)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PL 93-380, Section 513
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? See attached Application.
	X	j. Does the record series result in a computer printout?

11. **Retention Requirements** — The following requires the series to be kept:

	Part 1	Part 2			Part 1	Part 2
a. State Law	0	0 years.	d. Audit period		0	0 years.
b. Statute of limitation	0	0 years.	e. Administrative need		70	4 years.
c. Federal law	0	0 years.	f. Federal retention instructions		0	4 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

E. State Board policy states that the Academic Achievement Record be kept 70 years.

F. Guide to Federal Retention Req. 45CFR 190.80; 189.31
41CFR 8-95.209

12. **Approved Disposition Instructions**   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

SEE ATTACHED.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
D. G. Lauren	5/28/76	Glen Q. Spurlock WB	5/25/76

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
	State Auditor/Designee	6-10-76
	Secretary of State/Designee	6-9-76
	Attorney General/Designee	6-15-76

AR-50-71; Rev. 76   (Reverse Side)

File is broken into two parts:

(1) Individual Pupil Cumulative Academic File
(2) Student Folder Files.

Part 1

76-191 Individual Pupil Cumulative Academic File
(Permanent Record)

Documents relating to the performance of a
Post-Secondary student throughout his period
of study at North Georgia Vocational and
Technical School.

Included is DE Form 0080, Permanent Record.

File is arranged alphabetically by student
name.

Upon the student leaving school
by graduation, withdrawal, or
death, remove the records from
the active file; place in the
inactive file at the end of each
school year; then, microfilm the
record, making an original and
one copy; then, after verifying
microfilm for accuracy, destroy
the hard copy (paper original);
then

Microfilm Original - Transfer to
State Archives for permanent
retention.

Microfilm Copy - Retain in Current
Files Area (Dean of Students Office)
for 70 years; then, destroy.

Part 2

76-192 Student Folder Files

Documents relating to the individual students
at North Georgia Technical and Vocational
School.

Included are: (1) Application for admission,
(2) High School Transcripts, (3) aptitude
test scores, (4) entrance medical records,
(5) interview reports, (6) financial aid
form, (7) Veteran's Administration information,
(8) Vocational Rehabilitation information,
(9) Other related documents and correspondence.
(All items will not be in each folder.)

Files are arranged alphabetically by student
name.

Upon the student leaving school,
remove the records from the active
file; place in the inactive file;
cut off the inactive file at the
end of the school year; then, hold
in the Current Files Area for 2
years; then, transfer to local
holding area for 2 years; then,
destroy.

Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334

Werner Rogers
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.
Associate State Superintendent

MEMORANDUM

TO: Arvil Ensley
        Budget and Accounting Officer
        Board of Postsecondary Vocational Education

FROM: Vickie Oakes
        Records Management Officer
        Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of
          Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been
established for Record Series Titles relating to Postsecondary Vocational
Education are being transferred from the Department of Education to the
Board of Postsecondary Vocational Education. Attached are copies of the
schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency
name, addresses, contact persons and to make any other necessary changes.
These amendments should be sent to Mary Hall, Governmental Records Section,
State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of
Records Destruction Forms applicable to Postsecondary Vocational Education
Records. I am enclosing copies of several publications dealing with
Records Management which will provide helpful information concerning Records
Management Procedures.

        1. 76-RM-1 - "Scheduling Procedures"
        2. 82-RM-2 - "Finance and Fiscal Files Supplement"
        3. 82-RM-4 - "Statewide Commons Supplement"
        4. 79-RM-1 - "State Records Services Handbook"